RPRA
Resource Productivity & Recovery Authority

Project Manager Job Description

November 2026

Are you passionate about protecting the environment? Do you go out of your way to reduce, reuse, and recycle? Do you envision a waste-free future?

If you answered yes to those questions, then we'd like to hear from you.

We are the Resource Productivity and Recovery Authority (RPRA), Ontario's circular economy regulator.
Our vision is a waste-free and prosperous Ontario. And our mission is to support waste reduction and resource recovery by enforcing compliance with Ontario's producer responsibility laws, providing registry services to our regulated community, and reporting publicly on Ontario's progress towards a circular economy.

We are looking for a talented and committed individual to join us as a Project Manager to support the government's efforts to protect the environment and advance a new economy in which all waste is reused, recycled, and reintegrated.

Supervisory Relationships

Reports to: Manager, Portfolio Management & Strategic Initiatives
Supervises: n/a

Job Summary

The Project Manager provides leadership to ensure effective project management based on best practices across all RPRA projects, project related activities and evolving systems, with appropriate linkages and cross-functional integration to enable RPRA to fulfill its mandate in a productive and efficient manner.

Essential Duties and Responsibilities

- Manage multiple concurrent projects, including developing and maintaining project plans, schedules, milestones, deliverables, and supporting documentation to ensure effective project execution and successful delivery
- Collaborate with management and operational teams to develop work plans and tracking mechanisms that define activities, priorities, deliverables, dependencies, and timelines, including monitoring progress and emerging issues to support leadership decisions on reprioritization and scheduling through impact assessments and recommendations
- Support the design and implementation of future-state compliance processes in collaboration with external vendors and internal stakeholders, including translating current-state assessment findings and identified gaps into process improvements, implementation plans, and change management activities
- Coordinate business readiness activities related to regulatory changes by engaging organizational leaders and subject matter experts to assess impacts, identify required changes, and develop plans to operationalize the regulatory changes within the organization

- Support the development and implementation of a multi-year Knowledge Management and Learning roadmap in collaboration with external vendors and internal stakeholders, to strengthen institutional knowledge
- Identify, assess, and monitor project risks, issues, dependencies, and barriers to delivery. Work with project teams to develop mitigation plans, resolve issues, and escalate matters requiring management attention
- Prepare project status reports, presentations, and recommendations for executive leadership, organizational management, and the Board, as required
- Facilitate project meetings, working sessions, and stakeholder consultations, coordinating internal teams, subject matter experts, and external vendors to clarify requirements, align stakeholders, confirm responsibilities, and ensure deliverables meet agreed-upon requirements, timelines, and quality expectations

Job Qualifications

Education

- Bachelor's degree in public policy, Political Science, Criminal Justice, Environmental Studies, Business Administration, Engineering, Information Technology or a related field
- Project management certification, such as Project Management Professional (PMP), PRINCE2, or an equivalent credential, would be considered an asset

Experience

- 5+ years of relevant project management experience, including managing concurrent projects, developing project plans and tracking tools, coordinating cross-functional teams, and supporting work planning, capacity assessment, and prioritization
- Experience supporting business process improvement, operational transformation, or the implementation of new or enhanced business processes
- Experience identifying and managing project risks, issues, dependencies, and change impacts, including developing mitigation plans and escalating matters as appropriate
- Experience preparing project status reports, presentations, and recommendations for management, executives, or governance committees
- Experience coordinating external vendors, consultants, or third-party service providers to support project delivery and ensure deliverables meet business requirements
- Experience in a regulatory, compliance, public-sector, or similarly complex operational environment would be an asset

Other Knowledge, Skills, Abilities or Certifications

- Ability to translate business objectives into actionable project plans, deliverables, milestones, and measurable outcomes
- Ability to coordinate complex review and approval processes involving multiple stakeholders, manage competing deadlines, and maintain clear documentation of decisions, revisions, and outstanding actions
- Strong analytical and organizational skills, with the ability to interpret complex information, identify emerging issues, and develop practical recommendations
- Sound judgment and problem-solving abilities, including the ability to evaluate options, assess impacts, and support management decision-making
- Strong facilitation, interpersonal, and stakeholder management skills, including the ability to build consensus and maintain effective working relationships across cross-functional teams

- Excellent written and verbal communication skills, with the ability to communicate complex information clearly to operational staff, management, executives, and the Board
- Proficiency with Microsoft Office applications, particularly Excel, PowerPoint, Word, SharePoint, and Teams. Experience with Microsoft Project, Power BI, or other project tracking and reporting tools would be an asset.
- Ability to work independently, demonstrate initiative, and adapt to evolving business needs and competing priorities

Travel Requirements

- n/a

Physical Demands

- Office/Desk Job

Working with the Resource Productivity and Recovery Authority

You will be a part of a collaborative team doing ground-breaking and meaningful work with a critical environmental and economic mission.

This is a full-time permanent role, working Monday to Friday from 9:00 a.m. to 5:00 p.m., with flexibility as needed. Our highly attractive total compensation plan includes a competitive salary (commensurate with experience), pension benefits, health benefits, personal days, and three weeks of vacation to start.
We have hybrid work arrangements and support flexible work schedules. Remote work is expected to be completed from a location within Ontario. Our office is conveniently located at 175 Bloor St East in Toronto.

RPRA is committed to a professional, respectful work environment where employee safety and well-being are prioritized, and harassment of any kind is not tolerated.
We strive to build a team that reflects the diversity of the community we work in and encourage applications from traditionally underrepresented groups such as women, visible minorities, Indigenous peoples, people identifying as LGBTQ2SI, veterans, and people with disabilities.
RPRA welcomes and encourages applications from people with disabilities. Accommodation is available on request for candidates taking part in all aspects of the selection process.
The Resource Productivity and Recovery Authority utilizes artificial intelligence (AI) to screen and assess applicants for this position based on pre-defined, job-related criteria. AI acts as a supporting tool, but all final decisions are made by human HR professionals and hiring managers.

Target salary range: Min: $84,222 – Mid: $105,278

How to apply

Apply via Linkedin and submit your cover letter and resume (Name_JobTitle_2026) with the Subject Line: Name JobTitle - 2026 at: **careers@rpra.ca**